BOARD OF COMMISSIONERS MEETING MINUTES

January 24, 2012

BEFORE THE BOARD OF COMMISSIONERS
County of Lake County
State of Oregon

WORK SESSION

The Lake County Board of Commissioners met in Work Session on Tuesday, January 17, 2012 at 9:00 a.m. The following members were present: Chairman Bradley J. Winters, Vice Chair Commissioner Ken Kestner and Commissioner Dan Shoun. Also present: Administrative Assistant Denise Thorsted.

Additions: Resolution 2011-08, possible action/consideration
Fair Board and Mental Health Advisory member appointment discussion
Deletions: None

9:00 a.m. – Public Hearing/Road Naming
Public in attendance for this hearing included: Gerald Hanson, Joyce Hanson, Heidi Evenson and Mike Hanson.

Public Hearing Open: 9:00 am
Planning Director Darwin Johnson Jr. provided information on the location and proposed road name requested by property owner Mike Hanson: road name requested Hanson Lane and legal description was Township 26 South, Range 16 East W.M., Section 31 and 32. Notifications had been sent to adjacent property owners. The request included for an additional one mile (running between Thomas and Cooks Road) to be named. Additional notifications were sent to those adjacent landowners.

One letter of had been received (from John C. Brennan) and was in support of this request. Commissioner Winters confirmed that this road would remain a “public way” and would not be a County road. Mr. Johnson confirmed that property owners would remain responsible for maintenance.

Joyce Hanson pointed out that all present for this discussion were in favor of this request.

Mr. Johnson confirmed that all fees had been received for signage to be put in place.

Public Hearing Closed: 9:06 am

Road Master Rick DuMiliieu asked if the fee included the County Road Department placing signs. Mr. Johnson provided information on the fee schedule. Mr. DuMiliieu confirmed that the Road Department would order and place necessary signage. Expected timeframe for placement was anticipated at one month.
Commissioner Kestner moved to approve the road naming request of Hanson Land within Township 26 South, Range 16 East W.M., Section 31 and 32 extending to Salt Flat Lane from Cooks Road 1 mile east to unnamed road as presented. Commissioner Shoun second. Motion carried.

**Additions:**
**Resolution 2011-08:** Treasurer Ann Crumrine explained that this Resolution was for the Booking software interface to be used in the Lake County Jail. Funds had been received from the State of Oregon ($10,000) to offset costs involved. Due to the cost of the equipment, this purchase was considered to be a “Capital” category so the resolution presented would bring in the unanticipated revenue from the State and created a capital category for the expenditure.

Commissioner Shoun moved to approve Resolution 2011-08 in the matter of unanticipated revenue in the amount of $10,000 for the purchase of the booking software interface. Commissioner Kestner second. Motion carried.

**Fair Board/Mental Health Advisory Appointments:** Commissioner Winters confirmed that both the Fair Board and the Mental Health Advisory had positions that expired with those individuals expressing interest in being reappointed. Following discussion, Commissioner Kestner (as liaison) agreed to have recommendation be brought forward by the individual Boards to the Commissioners for final appointment approval.

**Other Business:**
**Meeting Minutes:**
Commissioner Shoun moved to approve the January 6, 2012 Special Session Meeting Minutes as presented. Commissioner Kestner second. Motion carried.

Commissioner Shoun moved to approve the January 17, 2012 Work Session Meeting Minutes as presented. Commissioner Kestner second. Motion carried.

**Liaison Updates:**
Commissioner Winters confirmed that the first BLM Road Inventory Community Meeting was to be held Thursday January 26th in Adel. He also confirmed that the Stock Growers Dinner was to be held this evening (January 24th).

Commissioner Winters discussed the recent Museum Board meeting and stated that he had explained that criteria was being developed for Open Requests for the upcoming budget process.

Commissioner Winters, Commissioner Shoun, Mr. DuMiliou and Bob Rodgers of Lake County Resource Initiative were to travel to Christmas Valley January 26th to tour the Back Scatter Site.

**Other Department Updates:**
**County Lands, Bob Pardee**
Vehicle Purchase: Mr. Pardee addressed a spreadsheet that provided information on the following items: a new vehicle purchase of a 2012 Ford F150 pickup for the Sheriff’s Department, a used vehicle purchase of a 2004 Ford Explorer and vehicles for surplus.
Within the current years budget there were funds for the purchase of a new vehicle for fleet. Bids had been solicited with the best option for purchase from Hall Motor Company. Mr. Pardee confirmed that guidelines for purchases had been followed in this process. The bid received from Hall Motor was slightly higher than the next closes bid, but with travel costs (per diem) for going to get the vehicle, this option was more cost effective. Equipment included on the vehicle to be purchased was discussed.

Commissioner Kestner moved to approve the purchase of the 2012 Ford F150 from Hall Motor Company in the amount of $26,380.00 as presented. Commissioner Shoun second. Motion carried.

Mr. Pardee explained that he had been working with the Lake County Sheriff to determine the fleet needs for the County. Five vehicles to date had been identified for surplus (one additional vehicle was identified as “potential”). Discussion followed on the vehicles identified for future sale. Mr. Pardee confirmed that he would come back before the Board with additional information at a later date.

Mr. Pardee discussed the 2004 Ford Explorer listed on the spreadsheet for potential purchase. This vehicle was currently owned by the BLM and was fully outfitted (including light bar, brush guard and safety cage). Mileage on the vehicle was 90,000 but the vehicle had a very good service history. Mr. Pardee and Sheriff McDonald felt this vehicle would work well in the Reserve Fleet. Recommendation was to purchase vehicle at the price provided. Discussion continued on the vehicles listed for surplus.

Commissioner Winters moved to approve the purchase of the 2004 Ford Explorer from the Bureau of Land Management in the amount of $6,500.00 as presented. Commissioner Kestner second. Motion carried.

Industrial Park Ground Lease: Mr. Pardee discussed the ground lease with El Paso Natural Gas. When the pipeline came in, significant improvements had been made to the Industrial Park area for the purpose of pipe storage. El Paso Natural Gas had since sold the mats currently being stored to Dixie Mat Company (Jones Lumber Company). Dixie Mat Company asked to continue renting this property at the same amount as the prior lease. The new lease would run for three month increments until all of the mud mats could be removed beginning February 1st. Lease presented had been reviewed by Legal Counsel with no issues found.

Commissioner Shoun moved to approve the ground lease between Dixie Mat Company/Jones Lumber Company Inc. in the amount of $971 per month in three month increments as presented. Commissioner Kestner second. Motion carried.

Other Business continued:
Economic Development Advisory Board, Sara Griffiths:
Mrs. Griffiths stated that she had been working to revise the Charter and Bylaws at the Board’s request for the reestablishment of the Economic Development Advisory Board. A revised draft of the Bylaws was presented for discussion.

Following discussion the following changes were to be made to the Bylaws presented:
1. Addition of Lake County Resource Initiative and Lake County Development Corp.
2. Paisley City Council – Designee
3. Lakeview Business Association (rather than Merchants)
4. BLM/Forest Service as individual members (rather than Government)
5. Addition of Education
6. Addition of SCOEDD
7. Change to wording for terms for appointments
8. Number of member increased from six members to seventeen (14 voting members)

Following discussion, Mrs. Griffiths was given direction by the Board to move forward with inviting members for the groups to be represented.

The Special Session held January 6th in regard to Lake County’s economic development was addressed. Following discussion, Ms. Thorsted was given direction to schedule a follow-up meeting in February or March to coincide with the next Regional Solutions meeting to be held in Lakeview.

Commissioner Winters confirmed that Mrs. Griffiths was working to distribute packets to businesses that included the SCOEDD Business Loan information and the Lake County Community Development Loan packets.

Break: 9:55 a.m.
Resume: 10:04 a.m.

10:00 a.m. – ICFC/CASA Support Request, Ronne Lindsay & Pam Koefoed

Mrs. Lindsay began by explaining that the funding for the Court Appointed Special Advocates Program was run through the Commission on Children and Families (CC&F). CC&F was responsible for fulfilling the State requirements for monitoring quarterly reports and program standards. In 2004, Inter Court Family Center (ICFC) became the provider (Fiscal Agent) for the Lake County CASA program.

Mrs. Lindsay discussed the “CASA of Lake County General Overview, Five Year Period 2007-2011” packet distributed to the Board. The information provided included: Average Annual Revenue ($31,392) and funding for programs, training, number of CASA Volunteers, number of children involved, and Grant Funding/Donations/Fundraising. Also included was the “CASA of Lake County and Lake County Juvenile Court Letter of Understanding”.

CASA Director Mrs. Koefoed explained how CASA worked. When children were taken from their homes by the Department of Human Services, a CASA volunteer was appointed. As there were only a certain number of volunteers, not all children were able to have a volunteer appointed at this time. Numbers of children had grown over recent years and the number volunteers had declined not allowing for each child to be assigned a volunteer.

The collaborations and differences between CASA and the School Mentoring Program were discussed. CASA was not designed to be the child’s “buddy” but to provide needed support to the child and to determine what the child’s needs were. Mrs. Koefoed stated that CASA worked as a “watchdog” by monitoring the foster home, making sure that obligations are met by the State, and informing the Judge of what is best for the child.

Federal funding opportunities were discussed. As CASA was contracted and had no employees, Federal grants were not available.
Commissioner Winters asked for annual updates to occur in order to keep the Board update on CASA matters. Mrs. Lindsay agreed.

Mrs. Lindsay stated that the request to be presented to the Board was in the matter of a code to the County copy machines in order to do “mass” copying in the Courthouse instead of on a printer. Mrs. Lindsay estimated monthly copies to be around 200 per month. Commissioner Winters felt it would be prudent for a code to be given only to the CASA Director and would be considered an “in-kind” item.

Consensus of the Lake County Board of Commissioners was to have a code to the copy machine provided for the CASA Director.

Ms. Thorsted was directed to obtain a copy machine code for the Mrs. Koefoed.

Mrs. Lindsay discussed expenses in the CASA program. The three expenses were: contracts, telephone and rent. CASA held a small office in the Marius Building at $75/month rent and telephone at around $100/month. Mrs. Lindsay asked that the County considered paying either the telephone or rent for the upcoming budget year.

Commissioner Winters confirmed that criteria was being developed for the upcoming budget year and felt that this would be a good fit for an Open Request. Commissioner Shoun felt that it would be a good idea to forward a letter to Congressman Walden’s Office asking for assistance in changing the Federal guidelines on Federal funding for small counties to cover contract costs for programs with no employees.

Mrs. Koefoed informed the Board that CASA Volunteer Kristy Elder had received the Special Award from the Lake County Chamber of Commerce at the recent Winter Gala.

Break: 10:35 a.m.
Resume: 10:42 a.m.

Department Quarterly Updates
Commission on Children and Families: Mrs. Lindsay confirmed that several of the offices providing services for ages 0-20 (libraries, DHS, daycares, schools, ESD, Public Health and Mental Health and others) had gotten together to compile information into a legal sized schematic showing the continuum of care. Following completion, this information was to be forwarded to the CC&F lobbyist, all State Representatives and others.

Mrs. Lindsay discussed talks occurring between Lake, Harney, Klamath and Grant Counties regarding the upcoming Regionalization. All agreed that this transition did not make sense for all counties. This group was working to develop a draft that would show a collaborative cooperation on items that made sense to collaborate on such as trainings.

Mrs. Lindsay also touched on the recommendation to come from Duke Shepard regarding the “sunset” at the State Office would happen June 30th but that local entities would take on the following year of the biennium. Commissioner Winters asked if the Basic Capacity dollars would still be in place. Mrs. Lindsay confirmed that 46% of the allocation would still be in place. Actual funding would not be known until following the legislative session.
Assessor's Office: Assessor Larry Reeder confirmed that the transition from Mr. Israel to himself was going well and that there had been a lot of support from the staff in his department. It had been benefit to have Mr. Israel remain as a consultant and Chief Appraiser.

Remodeling was occurring throughout the department including paint and the addition of a storage room. The changes were felt to give a more professional and positive look to the office. Desks had been rearranged to allow staff to be more assessable to the public and the office had been cleaned and items were now stored properly.

Mr. Reeder confirmed he had recently attended the Assessor’s Conference along with Mr. Israel and Walt Lawton. Training obtained at this Conference was not only educational but also provided the hours of training necessary for Mr. Reeder to maintain his Appraiser’s Certification. This conference included information from the Board of Oregon Labor and Industry (BOLI) regarding management training. GIS trainings had also been attended. Mr. Reeder confirmed that he was working with the Lake County Planning Director and the Lake County Building Official to bring GIS to the County.

During the Assessor’s portion of the conference, Mr. Reeder was informed that the Department of Revenue intended to visit each of the State of Oregon’s counties over the next six years to conduct inspection of all procedures. Six counties per year were expected to have inspections (audits) to review all aspects of the Assessor’s Office. It was unknown when Lake County was to be visited. Mr. Reeder provided information regarding the recent vote held by County Assessor’s to contact the Department of Revenue expressing reasons as to why these inspections were “not a good idea”. Discussion followed.

Mr. Reeder confirmed that he had found the Department of Revenue to be helpful and felt he had a good working relationship with them to date but confirmed that other Assessor’s across the State feared that the inspections would create a breakdown between the State and local government and would be taxing on their time to conduct.

Other trainings attended for this office included: Data Analyst (Mr. Lawton) attended Ratio Tech training in December and Dave Knowles attended an “Income Approach to Values” Training.

Mr. Reeder confirmed that Mrs. Getty and Ms. Blair had been busy processing tax payments with approximately 86% collected as of December 31, 2011. Discussion followed on taxes received and anticipated State assessment of the Ruby Pipeline.

SCOEDD/Economic Development: Mrs. Griffiths began by discussing the Grant Writing Training recently held at the Lake County ESD. The training had given her ideas on items to include during her next grant process.

Business packets were being distributed to businesses that provided information on what SCOEDD and the County had to offer in regard to loans or assistance for maintaining their business or growing their business. Discussion followed.

Mrs. Griffiths had recently completed the survey for the Greenhouse Feasibility Study. With 118 responses received, the survey was seen as being a success. Responses to the question asking if they would purchase produce from a local greenhouse were all yes except for one.
Other items included in the survey were discussed. A Business Survey had been sent out as well, but response was not as good.

SCOEDD and DEQ had wrapped up the recent Wood Stove Program with 447 homes having been contacted in the Goose Lake Basin. Additional information on this program included: 103 projects completed (one remaining) and 169 applications were mailed out. Discussion followed on applications that were not approved.

Mrs. Griffiths had also been working on the Economic Development Advisory Bylaws and helping to update the Lake County website. Wording to be included in the Bylaws was discussed with Commissioner Winters asking that they include no reimbursement for travel and potentially changing to quarterly meetings rather than monthly.

Commissioner Winters asked Mrs. Griffiths to draw up guidelines for contacting her during her upcoming leave. Mrs. Griffiths agreed to give this information to Mrs. Riley.

Break: 11:30 a.m.
Resume: 11:40 a.m.

Retire to Executive Session 192.660 (2) (i): 11:40 am
Resume from Executive Session: 12:50 pm

No decision made in Executive Session.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 12:52 p.m.

Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,

Bradley J. Winters
Chairman

Ken Kestner
Vice Chairman

Dan Shoun
Commissioner